

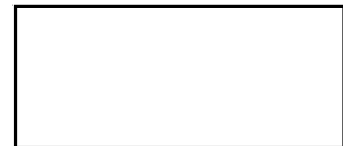
OFFICE OF THE DIRECTOR
NATIONAL FOREIGN ASSESSMENT CENTER

15 December 1980

NOTE FOR: All Office Directors
Chairman, NIC
All Staff Chiefs

I would appreciate any suggestions you might have. If you will get me your list "of those falling within your sphere of activity," I will combine it with the others' and give Ben the NFAC list he is requesting. By COB Thursday, please.

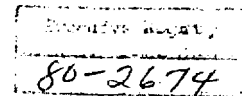
Thanks!



EA/DD/NFAC

Attachment:
NFAC 8054-80

20X1



12 December 1980


NFAC-8054-80

MEMORANDUM FOR: See Distribution

SUBJECT : DCI/DDCI Letters of Appreciation

1. Traditionally, departing DCI's have written letters of appreciation to senior officials, certain foreign intelligence chiefs, Congressional figures and members of prestigious advisory panels. Such letters express thanks for cooperation, support or advice and are personalized, warm and informal. This time around it appears that we should plan for a departing DCI and DDCI, both of whom may wish to write the same individuals in certain cases.

2. It is requested that you submit a list of those falling within your sphere of activity that you would recommend the DCI or DDCI write to. Upon receipt of your submission, which in some cases may duplicate those of others, we will present your recommendations to the DCI and DDCI and get back to you requesting an appropriate draft. In the event you are confident the DCI or DDCI should and will send a departing letter, please prepare same and simply indicate on your list with an asterisk (*) that work is underway and an undated letter in final form will be forwarded for their signature. I would appreciate your list by 19 December.


B. C. Evans
Executive Secretary

25X1

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MEMORANDUM FOR: Messrs

[Redacted]

Done

Please give any suggestions
you may have to [Redacted]
by noon on Thursday 18 Dec.

EO/NIC

[Redacted]

[Redacted]

[Redacted]

Date 16 Dec 80